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24 September 1968

MEMORANDUM FOR: Director of Personnel

SUBJECT : Management Specifications for the Recruitment and
Pre-employment Processing Control System

1. The purpose of the Recruitment and Pre-employment Processing Control System is to provide new and more powerful tools to assist the Director of Personnel in carrying out his responsibility to locate, obtain and place qualified candidates.

2. Representative of the benefits accruing from the implementation of the system are:

a. Provide the Director of Personnel with the information he needs to analyze the recruitment program in terms of the Agency's manpower requirements and changing priorities;

b. Provide the Director of Personnel with a more accurate and efficient means of controlling the disposition of applicant cases;

c. Provide the Director of Personnel with a complete catalog of the Agency's recruitment source assets, and the capability to evaluate those sources.

3. Accordingly, accompanying this memorandum are the management specifications for:

a. Recruitment Requirements Control Subsystem (RECRUIT);

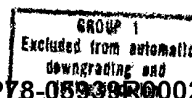
b. Pre-Employment Processing Control Subsystem (PEPCOS);

c. Applicant Source Subsystem (SOURCE).

These three subsystems form the Recruitment and Pre-employment Processing Control System (REAPS).

4. The development of these specifications is the result of collation and analysis of written and oral requirements submitted by officers from the Recruitment, Placement and Plans Division. The

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purpose of the Management Specifications is to document what the system is to accomplish.

5. The development of User Specifications, which document in greater detail how the system is to accomplish the stated purposes and objectives, will begin upon receipt of your concurrence and recommendations.

6. The development of rather broad objectives and statements of purpose calls for a relatively passive involvement by functional area personnel. The development of more specific operational concepts, however, demands active participation by each officer potentially affected by the system. This is in simple recognition of the fact that no one person can know all the myriad details inherent in fulfilling the Recruitment and Placement function, and at the same time be familiar with the ADP/EDP tools available. The officer directly affected is in a unique position to evaluate approaches and alternatives by virtue of his concern and experience. An understanding and acceptance of this concept by each Recruitment and Placement officer is a prerequisite to the development and success of a Recruitment-Pre-employment Processing system that indeed meets the Agency's needs.



Chief, Support Services Staff

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